

State Per Diem Rate Is the Limit for Lodging Reimbursement

Now that summer is here, state employees traveling on business within Utah are competing with tourists for lodging. As a result, hotels will make fewer rooms available at the state per diem. This means it is more important than ever that state travelers book in-state lodging as far ahead as possible.

If you are unable to obtain in-state lodging at the per diem for a specific city, call Diann Donoviel at 801-538-3103. She will help you find a room at the state per diem rate. Remember that the State will reimburse the actual lodging cost **up to** \$55 plus tax for in-state lodging, with the following exceptions:

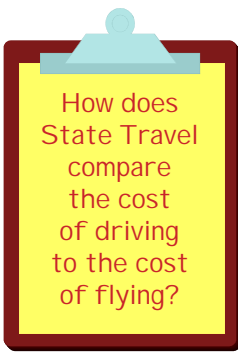
- ◆ Moab, Cedar City, St. George – **up to** \$65 plus tax
- ◆ Metropolitan Salt Lake City (Draper to Centerville), Park City, Heber City, Tooele, Midway – **up to** \$68 plus tax
- ◆ Ogden, Layton, Provo/Orem – **up to** \$63 plus tax ➔



Know How State Travel Figures Costs of Driving, Flying

Because more state travelers are choosing to drive instead of fly on business during the summer, we need to again remind you of a few important points:

- If you are driving a state fleet vehicle rather than your private vehicle, you **do not need** to contact the State Travel Office to obtain a comparison of the cost of airfare versus mileage. However, you **do need** to obtain the approval of your department director.
- If you are driving your private vehicle, remember that the airfare the Travel Office uses to compare the cost of driving versus the cost of flying is the lowest fare available within 30 days prior to departure. You must obtain this required documentation from the State Travel Office and attach it to your reimbursement request.
- Effective July 1, the private vehicle mileage reimbursement rate used to compare the cost of driving versus flying is 32 cents per mile.
- The department director must approve the request to drive a personal vehicle.
- The State reimburses the cost of meals and lodging for a reasonable amount of time, but the total cost of the trip cannot be more than the cost of flying.



How does
State Travel
compare
the cost
of driving
to the cost
of flying?

The complete policy, FIACCT 10-02.06, Travel – Reimbursements – Transportation is available on the Finance Web site at www.finance.utah.gov. ➔

Check Our Web Site for Fiscal Year Updates

Updated information for fiscal year 05 is now available on the Division of Finance Web site at www.finance.utah.gov. This includes:

- * Policies and Procedures (select *Publications, Accounting Policies and Procedures*)
- * Mileage Reimbursement Forms (select *Publications, Forms*)
- * Travel FindIt Guide (select *Services, State Travel, FindIt Guide*)



Be Sure Your Travelers Read This Newsletter Each Month

Travel planners, please pass on the monthly *Travel Update* newsletter to the travelers in your agency. This will help to insure that the information we publish is available to everyone who needs to read it.

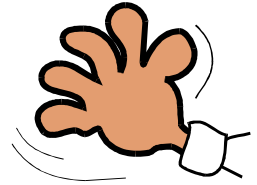


If you prefer, you can send the names and e-mail addresses of your travelers to Teddy Cramer at tcramer@utah.gov. She will add their names to the list server we use to notify members each month when we post a new *Travel Update* to the Division of Finance Web site.

Nicole Is Leaving the State Travel Office

Nicole Naylor has decided to be a full-time mother and is not returning to her position in the State Travel Office. Thanks, Nicole, for your six years in State Travel, and best wishes to you and your family.

We are in the process of filling Nicole's position and hope to be able to announce her replacement soon. ➔



Contact Our State Travel Office Agents

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State Travel Office

Monday – Friday

8:00 a.m. – 5:00 p.m.*

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State of Utah Holidays Observed

*Mountain Time

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